

February 24, 1996

Special Meeting with Library

Lodi Library Projected Budget & Services
Executive Summary

Est. Revenues:	1995-96	% Increase or (Decrease)	1996-97
	\$ 961,000	0.43	\$ 965,160
	+ reserve		no reserve

Est. Expenditures:			
Total:	\$1,202,165	(20.16)	\$ 959,840
Major parts:			
Personnel	740,130	(17.10)	613,575
Books, etc.	140,000	(71.43)	40,000
Cost of Serv.	129,380	0.48	130,000

Services:

Employees *	20 FTE	(17.5)	16.5 FTE
Salaries/Bene.	\$ 740,130	(17.10)	\$ 613,575
Actual no.	25	(24.0)	19
Hours for public	57 / week	(29.82)	40 / week
Children prog. **	6 / week	(50.0)	3 / week
Desk coverage ***	180 hrs/week	(41.67)	105 hrs/week

* The only major parts of the budget are Personnel and Books, etc..

To achieve about a \$243,000 reduction in expenditures to stay within revenues, Personnel & Books, etc. line-items must be cut.

In Personnel, the cuts involved removing the funds projected in the 2-year budget for the Technology Expert. A position not authorized in 1995. A Library Assistant I position will be laid off, and all the funding for Library Aides (part-time position) will be removed.

Less staff affects the staffing of the circulation desk. With 1/3 of desk staff laid off we lose 1/3 of hours open.

If revenues do not meet projections, it is possible 1 reference librarian will be laid off. This will impact reference service since the remaining reference librarian will be ill, on vacation, etc. during the year at any given time.

** Children's programs will be affected depending on the hours we are open.

*** Based on current practice for scheduling. This probably would be adjusted based on open hours.

Amount of business will not change. In terms of usage, we will likely see an increase after the Online Public Access Catalog arrives. If the County Library hours go down, our usage will likely increase.

Budgeted Library Expenses Based On Revenue (in thousands)



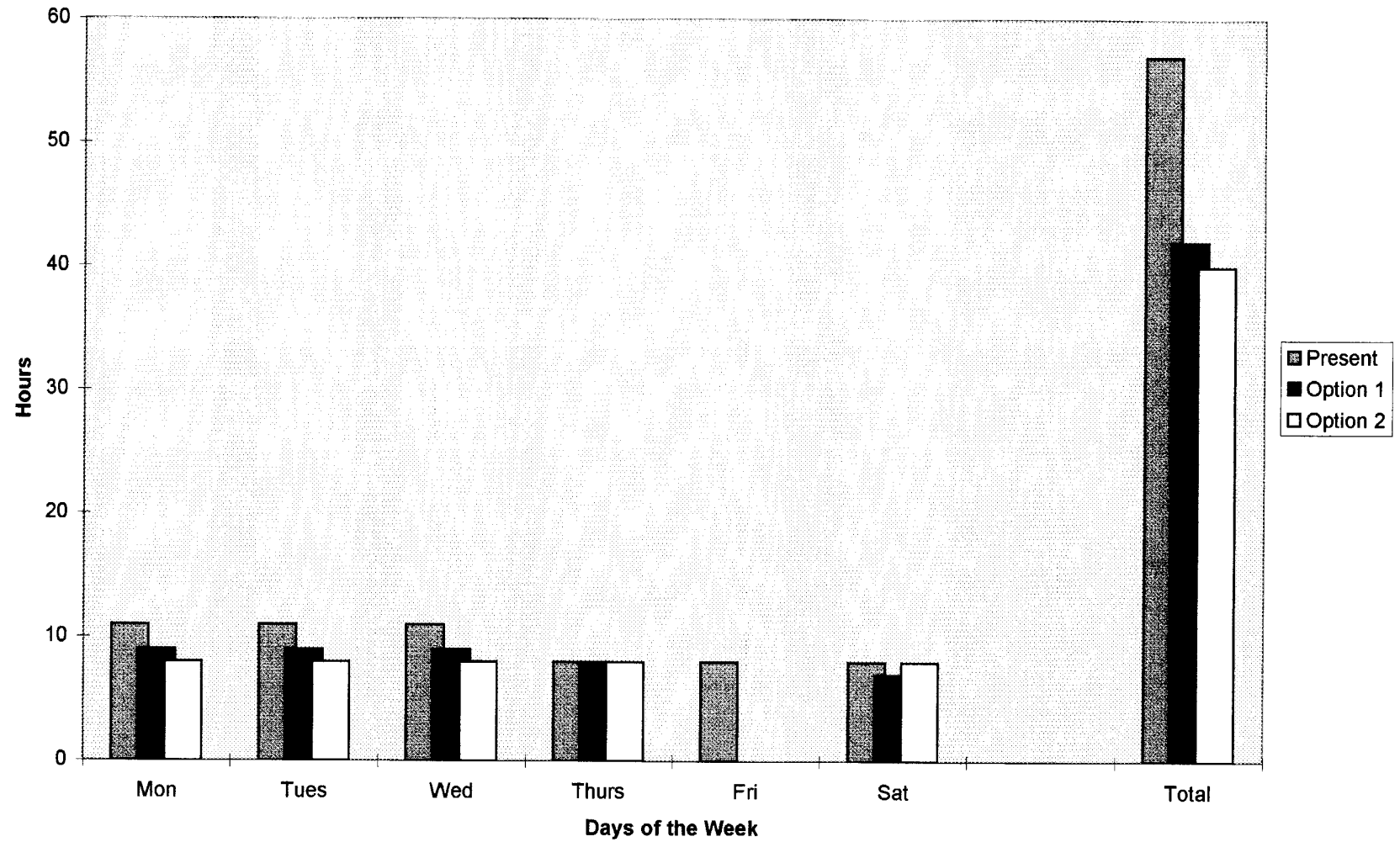
Budgeted Library Expenses Based on Revenue

(in thousands)

	FY 1995/95	Fy 1996/97
Salaries/Benefits	740	614
Books/Materials	140	40
Cost of Service	129	130
Total Expenses	1202	960

Scheduling Options

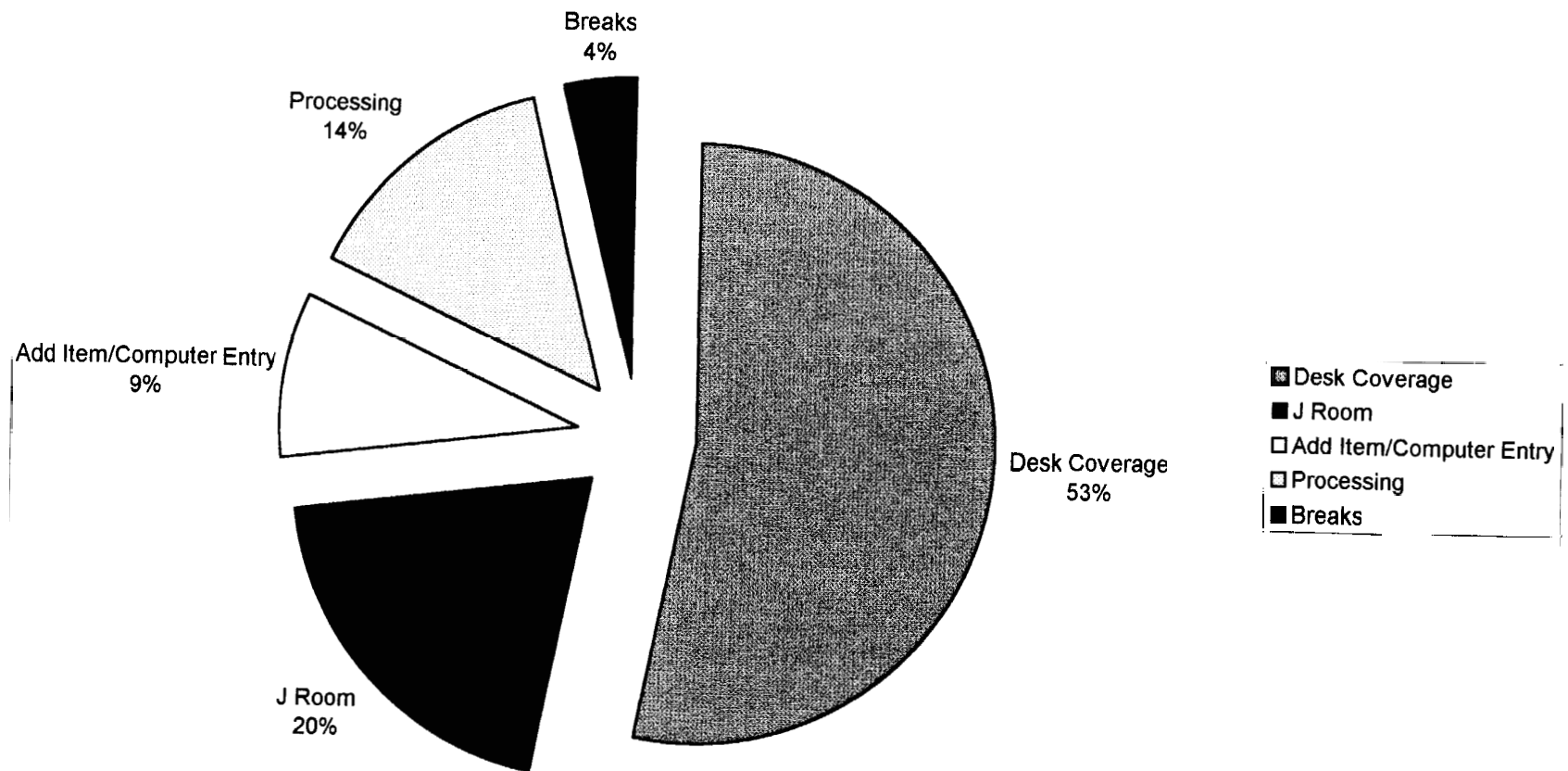
Hours Open



Hours Open		Present	Option 1	Option 2
Days of the Week	Mon	11	9	8
	Tues	11	9	8
	Wed	11	9	8
	Thurs	8	8	8
	Fri	8	0	0
	Sat	8	7	8
	Total	57	42	40

Days of the Week Scheduled Hours	Mon	10 - 9 PM	12 - 9 PM	12 - 8 PM
	Tues	10 - 9 PM	12 - 9 PM	12 - 8 PM
	Wed	10 - 9 PM	12 - 9 PM	12 - 8 PM
	Thurs	10 - 6 PM	10 - 6 PM	10 - 6 PM
	Fri	10 - 6 PM	CLOSED	CLOSED
	Sat	10 - 6 PM	10 - 5 PM	10 - 6 PM

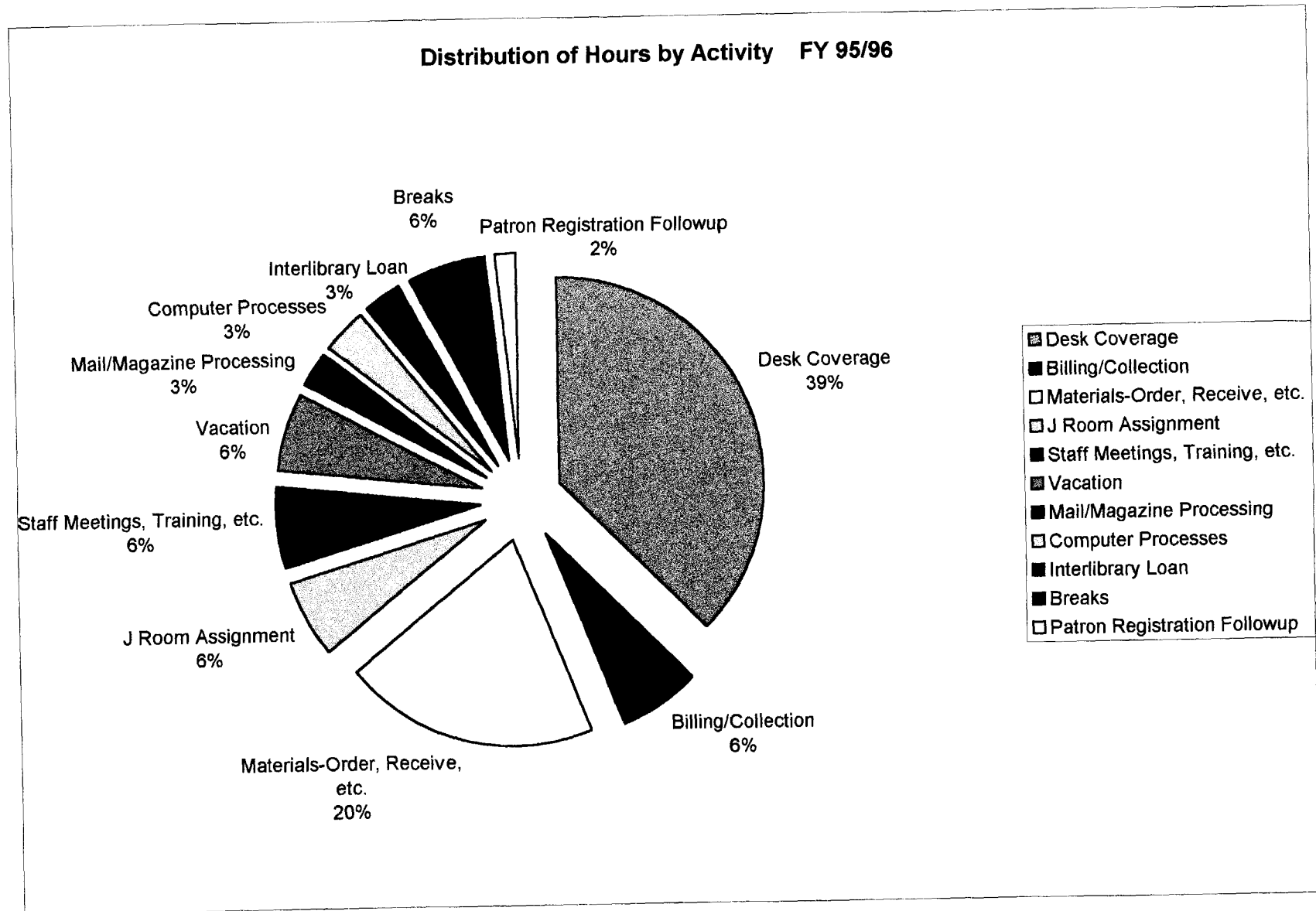
Distribution of Aide Hours by Activity FY 95/96



Aide Hours

Desk Coverage	53
J Room	20
Add Item/Computer Entry	9
Processing	14
Breaks	4
Total Hours	100

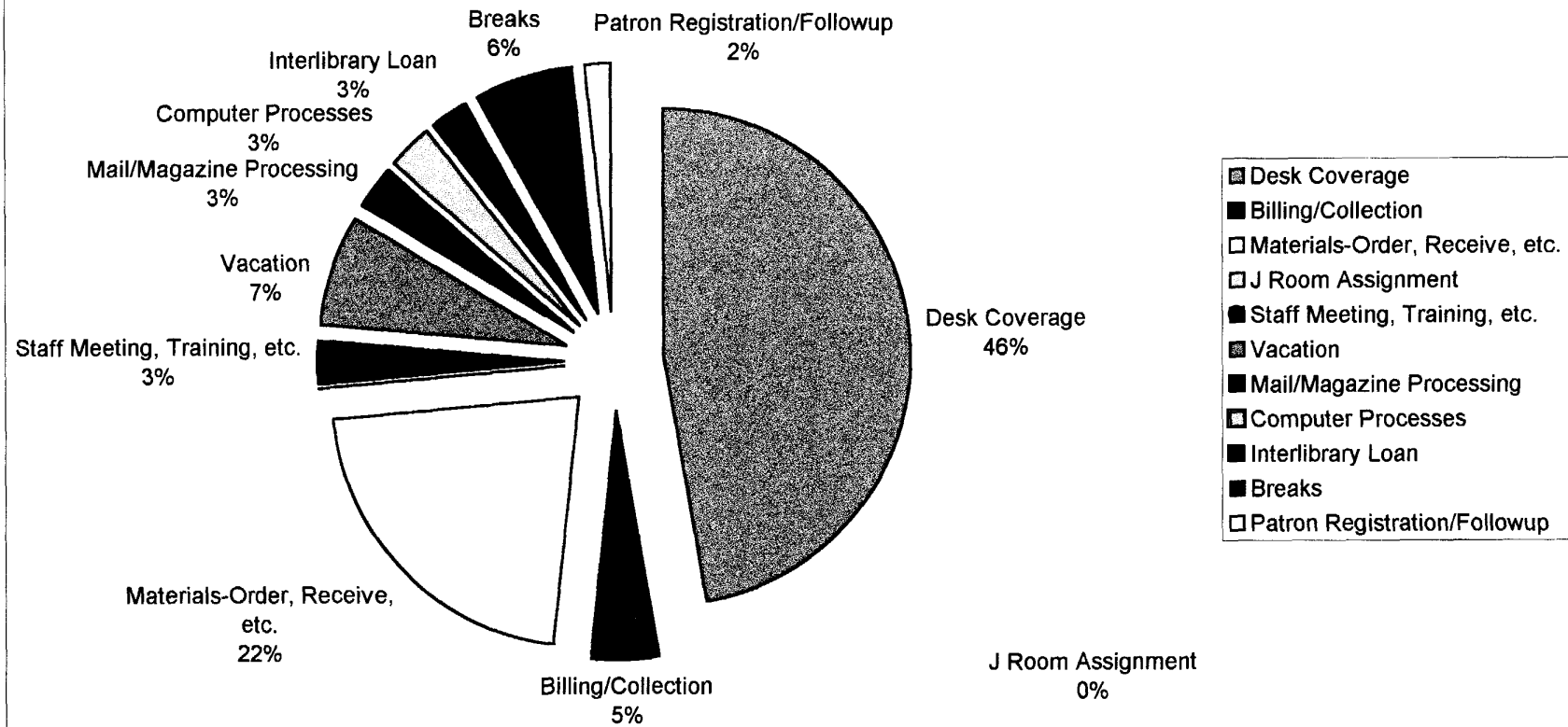
Assistants



Assistant Hours	Present
Desk Coverage	120
Billing/Collection	20
Materials-Order, Receive, etc.	65
J Room Assignment	20
Staff Meetings, Training, etc.	20
Vacation	20
Mail/Magazine Processing	9
Computer Processes	11
Interlibrary Loan	10
Breaks	20
Patron Registration Followup	5
Total Hours	320

Assistant Hours	Option 1
Desk Coverage	132
Billing/Collection	13
Materials-Order, Receive, etc.	61
J Room Assignment	0
Staff Meeting, Training, etc.	8
Vacation	20
Mail/Magazine Processing	7.5
Computer Processes	9
Interlibrary Loan	7
Breaks	17.5
Patron Registration/Followup	5
Total Hours	280

Distribution of Hours by Activity FY 96/97



Revenue Estimates FY 1996-97

\$ 875,160	Property tax	(finance director says use no more than 2% growth factor; '95/6 was \$858,000 x "5 = \$17,160 increase for '96/7)
5,000	Interest	(library has less money these days in investment pool and rates are low)
45,000	Fines, fees, etc.	(between copier and fines, this is usually reachable; new services will bring in more people; but with shorter hours may not get the volume of business)
40,000	CLSA & PLF	(state grants; more libraries are expected back in this pool which may mean less left over -- we've been getting a 5 th payment after end of each fiscal year to expend fund allocation; if we're open less hours, may not get even this amount of business)

\$ 965,160

Estimated budget for FY 1996-97

\$ 965,160	Revenues
- 826,045	Expenditures (library)
<hr/> \$ 139,115	
- 3,795	Expenditures (library board)
<hr/> \$ 135,320	
- 130,000	Estimated Cost of Service & Benefits -- transfers out: this is formula based on size of total city budget)
<hr/> \$ 5,320	Balance estimated in Fund Balance at end of FY 1996/7

Estimated Capital Improvement Budget (CIB): projects will proceed as projected

FY 1995/6

\$ 8,000	Consultant
9,097	Librarian-temp.
23,000	Retro-conversion
8,000	Non-match conversion
43,000	GEAC upgrade
4,500	GEAC training
5,000	GEAC maintenance increase
13,000	Copier
13,000	Microfilm reader/printer
<u>\$ 126,597</u>	

FY 1996/7

\$ 60,000	Telecommunications upgrade
50,000	Infostations (public)
10,000	Furniture, cabling
15,000	Software, installation
<u>\$ 135,000</u>	

Summary of CIB FY 1995-97

\$ 364,652	Beginning balance
- 126,597	'95/6 expenditures
- 135,000	'96/7 expenditures
<u>\$ 103,055</u>	Ending balance 6/30/97

Obj. code	Descr	1995-6 budgeted	1996-7 proposed	What's cut	Consequences
100's	Personnel	\$740,130	\$613,575	Aides \$40,480 1 Lib. Asst 36,172	Minimum: Open less hours (see attachment for further explanations)
201	Postage	\$ 10,200	\$ 7,000	\$3,000	Eliminate Overdue notice, send out a Bill notice @ 6 weeks late
202	Telephone	\$ 3,100	\$ 3,100	no change	
211	Electric	\$ 47,990	\$ 56,760	no change	
212	Gas	\$ 4,900	\$ 5,000	no change	
213	Water	\$ 530	\$ 530	no change	
214	Sewer	\$ 390	\$ 390	no change	
301	Print	\$ 2,125	\$ 1,500	\$ 625	Annual reports printed smaller & different; fewer envelopes bought; no library week etc. stuff bought
302	Photocopy	\$ 3,520	\$ 3,520	no change	
306	Safety equip.	\$ 100	\$ 150	no change	
307	Office supplies	\$ 4,430	\$ 4,430	no change	
308	Books & Period.	\$140,000	\$ 40,000	\$100,000	Fiction cut by 2/3, Fic. replacement restricted; only buy new edition of some reference books; no general magazine subscriptions; audio books & cassettes cut by 1/2; microfilm cut by 1/2
309	Memberships	\$ 5,755	\$ 5,490	\$ 505	No staff CIA memberships; keep 49/99 membership for delivery, ILL, reference

Obj. code	Descr.	1995-6 budgeted	1996-7 proposed	What's cut	Consequences
314	Business Exp.	\$ 2,590	\$ 100	\$2,500	No training, workshops, meetings; keep only mileage reimbursement for Cal
315	Conference Exp.	\$ 2,500	\$ 0	\$1,690	Attendee pays own expenses
323	Professional Exp.	\$ 1,900	\$ 525	\$1,375	No children's entertainers; no Literacy training; ILL thru 49/99 reduced by 1/2
331	Rep.Mach	\$ 5,000	\$ 5,000	no change	
332	Rep.Off. equip	\$ 6,900	\$ 1,200	no change	(Note: equipment purchased in '95/6 not also needed in '96/7 budget)
333	Rep.Auto	\$ 50	\$ 50	no change	
334	Rep.Bldg	\$ 14,602	\$ 7,000	no change	(Note: repairs made in '95/6 shouldn't be repeated in '96/7)
335	Contracts	\$ 25,650	\$ 40,265		Online catalog maintenance & new computer equipment will increase GEAC contract by about \$11,000; plus minor increases in the other contracts
343	PL & PD Insurance	\$ 10,000	\$ 10,000	no change	
352	Spec. Dept Materials	\$ 13,300	\$ 5,500	\$5,500	\$2300 was added extra this year for book racks; if fewer books bought fewer will need processing supplies; fewer children's programming will need less supplies
353	Janitor Supplies	\$ 4,000	\$ 4,100	no change	Toilet paper and paper towels will still be needed, etc.

Obj. code	Descr.	1995-6 budgeted	1996-7 proposed	What's cut	Consequences
359	Small tools	\$ 400	\$ 200	\$200	Make do with the tools on hand & hope there's no breakage or loss and we have whatever the job calls for
399	Misc.	\$ 800	\$ 600	\$200	Mostly for fluorescent lamps -- if we run out there will be darkened areas
622	Taxes	\$ 12,995	\$ 6,060	\$6,520	Based on what's spent that has a tax -- mostly books, office supplies, & paper products
623	Prop. Tax Admin fee	\$ 3,850	\$ 4,000	no change	This fee is based on city calculation-- of our share
Totals		<u>\$1,067,707</u>	<u>\$826,045</u>	<u>\$198,767 plus</u>	However, the Budget document projected \$1,119,890 for the second year of the 1995-97 cycle. So this means cuts of \$293,845 in regular library budget.

LIBRARY BOARD budget

Obj. code	Descr.	1995-6 budgeted	1996-7 proposed	What's cut	Consequences
309	Memberships	\$ 225	\$ 225	no change	
314	Business Exp.	\$ 1,875	\$ 1,875	no change	
315	Conf. Exp.	\$ 2,980	\$ 1,695	no change	Budgeted less due to closer proximity of CLA conference
		<u>\$ 5,080</u>	<u>\$ 3,795</u>		